



Guidelines to host the 5th World Scout Education Congress

Preliminary observations

These **guidelines** relate to hosting the World Scout Education Congress. The Congress is a global event that convenes participants from across the world to shape the future of education in Scouting and advance non-formal education as a powerful tool for child and youth development.

All National Scout Organizations (NSOs) **in good standing with WOSM** can bid to host the World Scout Education Congress.

Those bidding to host the Congress must consider the cost of the event to the Member Organizations. Hosts are expected to consider university campuses, residence halls, youth centres, and other venues offering **cost-effective Congress opportunities**.

The duration of the Congress is proposed to be **four full working days**. The proposed **dates** should consider holiday periods, exam times, and other essential time constraints to maximise participation. Efforts should also be made to avoid peak travel seasons to ensure cost efficiency. The final dates and location will be agreed on with the WOSM Events Workstream.

The country making the invitation must be **accessible** to everyone, regardless of nationality. Guarantees should be given to facilitate the issue of visas to citizens of all World Scouting countries, without exception. This should be confirmed by a letter issued by the relevant authorities in the host country.

These guidelines outline key requirements for the essential aspects of hosting a World Scout Education Congress. They aim to support the smooth operation of the Congress and the well-being of participants, volunteers, and staff. When reviewing these guidelines, future hosts are invited to consider the key **guiding principles** as transversal to all these sections, aiming at accessibility, safety, sustainability, safeguarding, risk awareness, and cost efficiency.

I. Programme

The WOSM Team, composed of WOSM volunteers and WSB staff, agrees on and delivers the Congress programme.

The Host's contribution to the programme of the Congress consists primarily of planning and delivering the social programme, including the opening and closing ceremonies and an International Evening. An evening based on local culture is also a welcome activity. The social programme should be presented and agreed on by the planning team.

Additionally, the Host **may be** asked to:

- Prepare daily morning meditations/spiritual moments.
- Identify the location and timing of religious services for the different denominations to organise the inter-religious service.
- Consider an accompanying persons' programme – although partners may accompany participants, there is no requirement to arrange a programme for partners.

II. Infrastructure for the Congress

2.1 Reception, welcome and accessibility

Participants should be guided from entry points (e.g. airports, railway stations, international bus terminals, ferry terminals) and/or provided with adequate information to arrive at the Congress venue.

Careful consideration must be given to the full accessibility of the Congress venue and accommodation to ensure that those with any restriction can participate fully in all aspects of the Congress and its programme.

2.2 Space requirements

Plenary room: One large room must be available with a stage, tables, and chairs for at least 350 people, and video and data projection via computer. This will be the room for delivering all the plenary inputs.

Breakout rooms: There should be around ten breakout spaces (not necessarily all closed rooms) for breakout sessions and working groups of around 25 participants. These should be freely available throughout the entire Congress period. All workplaces should have flip charts, pens, and data projection facilities.

Secretariat requirements:

- One room for the secretariat, close to the plenary room, with enough space for around 15 people and all necessary office machinery, including IT equipment. This room should always be accessible, including two days before the start of the Congress. Refreshments should be available for those working in the secretariat.
- One quiet space for translation.
- One meeting room (eight people) for high-level engagements of World Scouting with partners or other guests requiring a meeting space.
- One quiet space for the Listening Ears.

Exhibition area: A designated space where organisations, members, partners, sponsors, or other stakeholders can set up **booths, stands, or displays** to showcase their work, services, products, or initiatives.

Reception area: Spaces suitable for hosting side events, such as receptions, may be mobilised and made available to organisations wishing to organise such events at their own cost.

2.3 Technical requirements

- Suitably agreed upon standard public address system in the plenary room, with a stage that can be flexibly adapted to different delivery formats (panel discussion, lectern, ...). There should be a minimum of four microphones on stage, one microphone at the lectern and at least four portable (roving) microphones in the audience.
- A projection screen for the plenary room should be large enough to allow concurrent dual projections in English and French. The size and/or layout of the plenary room should also consider additional screens.
- One data projector (and computer) of the highest resolution that is sufficiently powerful for correctly projecting on a large-format screen.
- Capacity for live streaming of agreed sessions and content (if needed).
- Strong and stable internet access should be available throughout the Congress venue.
- Interpretation equipment and cabins (minimum two languages): If they are not already installed in the plenary room, their necessary setup should be arranged.

2.4 Additional requirements

- It must be possible to access the plenary room, which needs to be fully set up at least 24 hours before the start of the Congress.

- During the Congress, the plenary room should be accessible at all times for rehearsing or hosting breakout sessions.
- One small photocopier should be provided in the secretariat.
- Hosts should consider providing a daycare facility to enable those with small children to participate in the Congress. Such a facility should be provided in conjunction with the parents of the children concerned.

III. Accommodation

Accommodation at different price levels should be available in the Congress venue or within a short distance.

- Approximately 40 rooms in the Congress venue or the main Congress hotel are required for the WOSM Team and special guests.
- Single, twin, or triple room accommodation should be available for approximately 300 to 400 participants.
- Over the four business days of the event, lunch should be provided every day, and at least two dinners should be included in the participation fee. Meals should consider dietary, religious and sustainability requirements.
- Both the Congress and the accommodation venues should be able to efficiently accommodate a large flow of participants throughout the venue, and specifically for catering. Accommodation costs should be expressed separately from the participation fee. Each participant/NSO is responsible for paying its accommodation costs.
- All-inclusive packages (Congress fee + accommodation) can be proposed but are not mandatory.

IV. Communications

4.1 Visual identity

The Host develops the Congress logo and visual identity, following WOSM branding guidelines, and in collaboration with the WSB Communications Team, who will provide final approval.

4.2 Internal communications to the Member Organisations

- The World Scout Bureau will set up a joint website to channel all official communications from the Host and the WOSM Team.
- The official invitation, which includes precise information about the venue and dates, will be addressed in writing to all Member Organizations.
- The Host will need to provide detailed information about the Congress venue, accommodation, booking procedures, the social programme, participation fee, and the deadline to register at least six months before the start of the Congress.
- After the registration deadline, the Host is expected to prepare a communication about the practicalities of the Congress to be sent to the registered participants.

4.3 External communications

Recognising the importance of communications for the Host, a protocol will be agreed on for handling external communications and dividing them between the Host and the WSB.

V. Human resources

The Host Organisation is expected to form a Host Committee of people responsible for key aspects of hosting the Congress, as identified in these Guidelines. Its members should all be available to work/volunteer during the entire period of the Congress planning and delivery.

The Host Committee is expected to:

- Appoint an appropriate person to liaise with the WOSM Planning Team, be present at daily meetings, provide immediate feedback, and provide solution-oriented support.
- Recruit a Service Team of young people to support the planning team, volunteers, guests, and participants.
- Consider a staff resource to ensure continuity during working hours.

A technician from the venue must be available throughout the Congress. A technician from the Host Committee Service Team must also be available and manage all the technical equipment in the plenary and breakout rooms. Technical support will be made available to the secretariat.

All the volunteers/staff of the Host who are expected to contact Congress participants should be able to communicate in English or French.

VI. Preparatory meetings

A liaison person, usually a member of staff, will represent WOSM's interests in meetings with the Host to ensure the Host Organisation Agreement is applied. At least one face-to-face meeting is envisaged by mutual agreement.

Additional contact between the planning team should take place, usually remotely, but at least one face-to-face meeting may take place at the Congress venue.

VII. Finances

The Host is responsible for the Congress's finances. It establishes its budget while considering the availability of local financial resources (grants, sponsors, gifts, equipment loans, participation fees, etc.). If sponsorship is sought, it should consider the guidelines/policies on sponsorships in WOSM.

The **Congress budget**, including its different sources of funding, should be available in a clear format in English. Its link to the Participation Fees should be clearly outlined, including any different options considered (e.g. early bird fee, one-day fee, accommodation package, etc.).

Participation fees are determined by the Host Committee and approved by WOSM.

A financial report should be included in the Host Congress Report and be produced within three months of the Congress's end.

The final financial result, surplus or deficit, is the responsibility of the Host.

7.1 Participation fee

- The participation fee for the Congress should include all Congress infrastructure-related costs (see section 2), meals (four lunches and two dinners), and the social programme (including any special show for the opening and/or closing ceremonies).
- The Congress budget should also take into account:
 - On-site costs incurred for one preparatory meeting, inclusive of a venue visit. between the Host and the WOSM planning team (15 pax).
 - Participation fees and all meals for thirty (30) people of the WOSM Team involved in the planning and delivery of the Congress
 - USD 50,000 host contribution to the WSB for the oversight and support of the WOSM Team to the event.

- Additionally, a Solidarity Fund should be established to support the full participation (travel, accommodation, visa cost and participation fees) of ten participants from category A and B countries from NSOs with financial difficulties.

VIII. General compliance

To capture all aspects of the agreement between WOSM and the Host Organisation, a **Host Organisation Agreement** will be signed upon the awarding of the right to host the event before any major decisions (including financial commitments) related to the Congress are made. This Agreement will include the roles, responsibilities, commitments, and regulations of the Host's relationship with WOSM in regard to the Congress. To deliver an effective Congress that meets all requirements according to local, national, and international legislation, additional documentation and agreements may be required if the above agreement cannot already incorporate them.

8.1 Terms and conditions

The Host, with the support of the World Scout Bureau, will outline clear terms and conditions that must be approved by WOSM and communicated to participants as of the launch of registration.

8.2 Risk management

A full risk register, including major risks and how they should be managed, must be prepared in collaboration with the planning team. Mitigation measures and updates should be made available on request.

Where appropriate, event insurance should be investigated to protect against cancellation. To ensure effective risk mitigation and preparedness, the Host Committee is required to:

- Ensure all potential risks related to security, health, logistics, and operations are identified.
- Complete a first risk assessment no later than 9 months before the Congress.
- Conduct periodic risk reviews and submit updates at 6 months, 3 months, and 1 month before the event.
- Establish an emergency response plan covering:
 - Medical emergencies
 - Security threats
 - Natural disasters
 - Data protection breaches, etc.

8.3 Data privacy compliance

As part of the Host Organisation Agreement, both parties will jointly prepare and sign a declaration relating to the confidential data collection, treatment, and disposal, in line with the WSB's data privacy and protection policy.

8.4 Environmental sustainability¹

With the support of the WOSM Team, and existing best practices in its country (given that legal frameworks and possibilities for implementing sustainability measures vary greatly from country to country, and at times even within a country), the Host must invest in the key principles that ensure an environmentally sustainable Congress. These are, but not limited to:

- Planning ahead

¹ [WOSM Guidelines for organising Sustainable Events](#).

- Reducing first, compensating second
- Thinking local and seasonal
- Raising awareness and empower

8.5 Safeguarding²

The Host, with the support of the WOSM Team, must adopt and adhere to the safeguarding requirements, measures, and procedures that will be established for the Congress to safeguard the welfare of all involved at the event by protecting them from harm. These requirements, measures, and procedures include (but are not limited to):

- Confirmation of safeguarding checks for all volunteers to be involved by the Host.
- Tailored training (for events) of all volunteers to be involved by the Host.
- Implementation of a Listening Ears system for the Host Teams.
- Assignment of members holding no other responsibilities for the event other than ensuring the implementation and reaction to any situation of harm that might occur.

8.6 Continuous improvement

The Host is expected to produce a report, inclusive of financial reporting and evaluation, to support the work of World Scouting and future Hosts.

² [WOSM Safe from Harm Policy](#)